

~~CONFIDENTIAL~~  
GOVERNMENT OF THE PUNJAB  
FINANCE DEPARTMENT

Dated Lahore, the 19th, April, 1977.

From

Saddiq Sayeed Khan,  
Secretary to Government, Punjab,  
Finance Department.

- (1) All Administrative Secretaries to Government of the Punjab.
- (2) All Commissioners of Divisions in the Punjab.
- (3) All Deputy Commissioners and District and Sessions Judges in the Punjab.
- (4) All Heads of Attached Departments.
- (5) The Registrar, Lahore High Court, Lahore, and
- (6) The Secretary, Public Service Commission, Punjab, Lahore.

Subject: - POLICY TO BE FOLLOWED IN THE MATTER OF GRANT OF ADDITIONAL PAY TO GOVERNMENT SERVANTS FOR HOLDING TWO OR MORE POSTS AT A TIME

I am directed to invite your attention to this Department endorsement No. PD-SRII-2(38)/70 -814/76, dated the 7th June, 1976, with which a copy of the notification on the subject was endorsed to you. Somehow the Government Press failed to publish the notification in the Punjab Gazette. The instructions have been considered further in consultation with the Law Department and for the sake of clarity these are reproduced below for your convenience. I am to request that these may kindly be followed in all cases of dual charge.

2. A competent authority may appoint a Government servant to hold as a temporary measure, charge of an additional independent post. The additional post may be of the status equal to or higher or lower than the post already held by the Government servant.

The duration of additional charge shall not normally ~~exceed~~ four months.

Where the duration of additional charge is likely to exceed the period of four months, prior approval of the authority next above the appointing authority of the Government servant concerned shall be obtained. In case the appointing authority is Government, the Administrative Department shall obtain the approval of the Finance Department. The total period for which additional charge can be held shall not exceed eight months.

5. The additional charge of the current duties of an additional independent post shall not exceed one month.

6. An "additional independent post" means an independent post out of the office, or establishment in which Government servant appointed to hold charge is for the time being posted. When a Government servant is asked to do the work of another Government servant of equal status and having the same designation in the same office or in the same establishment, or when the work of another Government servant holding a lower or higher post is looked after by another Government servant in the same office or in the same establishment, though it would mean a temporary increase in the work of such Government servant, it would not mean holding the additional charge of an additional independent post by such Government servant. In the former case it will be really a case of redistribution of work; in the latter case the work being disposed of by the Government servant once for all at the level of his authority.

7. A competent authority, appointing a Government servant to hold additional charge, may, subject to the conditions given below, allow such additional pay as it may deem fit :-

- (i) No additional pay shall be admissible for additional charge for a period of less than one month.
- (ii) Where a Government servant is appointed to an additional post to discharge the full duties of that post and the period of additional charge does not exceed four months, the additional pay shall not exceed -
  - (a) in case of a Government servant drawing pay less than Rs. 2000/- per mensem, 20% of the presumptive pay of the additional post or the difference between the pay of additional post and his own post if that is more beneficial to him, provided that in either case it shall be subject to a maximum of Rs. 220/- per mensem; and
  - (b) in case of a Government servant drawing pay not less than Rs. 2000/- per mensem 10% of the presumptive pay of the additional post or Rs. 220/- per mensem whichever is more.
- (iii) Additional pay for the period exceeding four months shall not exceed 50% of the additional pay allowed for the first four months.

- (iv) Total additional pay plus special pay, if any, administered to a Government servant holding two or more posts, shall not exceed half of his basic pay or Rs. 500/- per annum, whichever is less.
- (v) Where a Government servant holds charge of more than one additional post, the additional pay shall not exceed 10% of the presumptive pay of the additional post.

Your obedient servant,




(MIAN GHULAM JILANI)  
Deputy Secretary (SR)

for Secretary to Government, Punjab,  
Finance Department.

---

No. FD-SGTI-2(38)/70 - dated Lahore, the 19th April, 1977.

A copy is forwarded to the Accountant-General, Punjab, Lahore; and all the District Accounts Officers in the Punjab, for information.



(MIAN GHULAM JILANI)  
Deputy Secretary (SR)  
Finance Department.